

## Okehampton Hamlets Parish Council

### Minutes of the Annual General Meeting held at 7.30pm on Tuesday 12<sup>th</sup> May 2015 at Meldon Village Hall

#### Councillors Present -

D Webber  
R Maile  
M Cooper  
M Littlejohns  
J Heard  
P Heard

Also Present – Cllr K Ball (WDBC & DCC), Cllr M Davies (WDBC), Cllr B Stephens (WDBC)  
Mrs J Gillard, Parish Clerk

Absent – Cllr D Luxton

#### 1. Election of Officers:

Chairman – Cllr D Webber, proposed by Cllr P Heard and seconded by Cllr M Littlejohns.

Vice Chairman – Cllr M Littlejohns, proposed by Cllr P Heard, seconded by Cllr R Maile.

#### Committee representatives –

Holditch Trust - (Cllrs Webber & Heard, trustees remaining in place until end of their term)

Okehampton United Charity - (Cllrs Webber & Cooper, trustees remaining in place until end of their term)

West Devon/Okehampton Liaison Group – Cllrs D Webber, M Cooper & A Ewen proposed by Cllr P Heard and seconded by Cllr M Littlejohns.

Northern Parishes Link Committee – Cllrs Ewen and Cooper, proposed by Cllr R Maile and seconded by Cllr J Heard

Chamber of Trade – Cllr M Cooper, proposed by Cllr P Heard and seconded by Cllr M Littlejohns

Okehampton Vision – Cllr D Webber and deputy Cllr P Heard, proposed by Cllr Cooper and seconded by Cllr Littlejohns

Beating the Bounds – all councillors, proposed by Cllr P Heard and seconded by Cllr M Cooper.

Okehampton Matters – Cllrs Maile and J Heard, proposed by Cllr Cooper and seconded by Cllr Littlejohns.

Okehampton Neighbourhood Planning Group – Cllrs Webber, Cooper and J Heard plus Cllr Littlejohns as a deputy, proposed by Cllr P Heard and seconded by Cllr Maile.

Okehampton Community Energy joint Working Group with OTC – Cllrs Webber, Ewen & P Heard, proposed by Cllr Cooper and seconded by Cllr Maile.

Meldon Hall – Cllr Webber, proposed by Cllr P Heard and seconded by Cllr Littlejohns.

Battle of the Bands – Cllr Ewen, proposed by Cllr Littlejohns and seconded by Cllr Cooper.

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It was agreed by all councillors present that completion of the Declarations of Acceptance of Office by Clrs Ewen and Luxton could be completed prior to the next meeting.

**2. Members of the Public** - Cllr P Heard spoke on behalf of Mrs M Heard who was unable to attend the meeting. He advised that drivers have been driving onto Bridleway 5 King Way and getting stuck and he requested that the signage be reviewed in an effort to stop this happening. He also advised that speeding vehicles on the road outside the Village Hall was becoming an issue and that signage be reviewed in this area also. Cllr K Ball stated he would refer these issues to DCC Highways and it was agreed the matter be included on the agenda for the next monthly meeting.

**3. Declarations of Interest** – there were no declarations of interest made.

**4. Apologies** – apologies for absence were presented on behalf of Cllr Ewen and accepted.

**5. Minutes of the previous meeting held on 7<sup>th</sup> April 2015 and Annual Parish Meeting held 19<sup>th</sup> April 2015** were agreed as a true record and signed by the Chairman. Proposed by Cllr Cooper and seconded by Cllr Maile.

**6. Matters arising from the minutes**

6.1 Fatherford railway bridge footbridge – update. Cllr Ball reinforced the reasons why the bridge was constructed as it was and advised that attempts were being made to try to have the bridge repainted. The Clerk advised that councillors have been invited to the official opening was being held on 29<sup>th</sup> May, all councillors present wished to attend.

6.2 Abbeyford Wood sewage leak – Cllr Ewen reported prior to the meeting that there was evidence of another small leak. Clerk to liaise with Environment Agency.

**7. Neighbourhood Planning**

7.1 to receive an update on joint Okehampton Councils Plan. The Clerk reported the request to designate the area of the Plan has been made with WDBC and DNP, reps attended a meeting at Bridestowe organised by the Bere Peninsula NP Group which was a useful insight into the process. The Working Group are due to meet later this week.

**8. Okehampton Energy Working Group** – to receive update from Working Party. The Clerk advised that DARE have been appointed to undertake the feasibility Study and this has now commenced. Working Group to meet mid June.

**9. Planning**

9.1 WDBC 00402/2015 Barn at Ngr SX600964, Chichacott Road, Okehampton, prior notification for change of use from agricultural building to C3 dwelling Class Q. Noted.

9.2 WDBC 00436/2015 Unit 7 hameldown Road, Okehampton, Change of use from Haulage depot to manufacture of mattresses. Councillors resolved to support the application, proposed by Cllr P Heard and seconded by Cllr J Heard.

9.3 00455/2015 (received after publication of agenda) Middle Southcott Farm, Southcott, demolition of existing stables, change of use of land to holiday accommodation and erection of log cabin to be used as fishing/holiday lodge. Agreed to arrange site visit prior to next meeting as response not required until after that date.



**14.1 Accounts for payment –**

Mrs J Gillard (wages £256.53 and mileage £35.10,)	£ 291.63
Tavistock Newspapers Ltd	£14.22
Tavistock Newspapers Ltd	£ 5.28
Okehampton Town Council	£15.00
NALC renewal	£17.00
DARE	£3979.00

Resolved to settle accounts as listed above, proposed by Cllr P Heard and seconded by Cllr Maile.

- 15.** To consider and adopt updated Standing Orders, Financial Regulations and Risk Policy – previously circulated. All documents reviewed and resolved they be adopted.  
Standing Orders – proposed by Cllr P Heard and seconded by Cllr Webber  
Financial Standing Orders – proposed by Cllr Webber and seconded by Cllr J Heard  
Risk Assessment – proposed by Cllr P Heard and seconded by Cllr Cooper.

It was agreed Filming Protocol and Complaints procedure to be next implemented. Clerk to distribute prior to next meeting. Paper copies of the 3 updated documents to be provided to all councillors.

**16. Date and venue of next meeting** it was agreed to change the date of the next meeting to Tuesday 2<sup>nd</sup> June 2015, 7.30pm, at Okehampton Town Hall which will return meeting to the usual format after the elections. Dates of 2015/16 meetings agreed to continue to be held on first Tuesday of each month without a meeting in August, venues to alternate between Meldon Village Hall and Okehampton Town Hall.

The meeting was declared closed at 9.20 pm

Signed ..... Date .....

**Minutes 188/4**